

**FRANKLIN COUNTY  
SANITARY ENGINEER  
280 East Broad Street  
Columbus, Ohio 43215**

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Finance Administrator

**PCN:** 090305

**DEPARTMENT:** Sanitary Engineering

**P. R.:** N17

**RESPONSIBILITIES:** Provide Direct Supervision of the Fiscal Officer and Account Clerk Supervisor. Monitor the agency's activities regarding accounts payable, payroll, budgets and utility billing. Develop, coordinate and provide data collection and analysis of water and sewer rates and utilization trends. Identifies needs and prepares recommendations to develop, modify, terminate, or automate data collection and analysis to meet the need of the water and sewer system. Design special accounting and information systems and procedures as needed.

Direct, develop, and maintain accounting policies and internal controls for the agency. Prepare cash flow statements and cash reserve analysis in addition to long term forecasting for operational and capital needs. Monitor billing accounts, past due accounts and revenue levels to include revenue received from State and Federal Government.

Prepare and compile statistical documents and reports using computers, financial packages, Microsoft Excel, and other database software. Responsible for preparation of annual and ongoing budget proposals. Review reports and documents assigned to other staff. Define effective measurements, benchmarks, and results for each Sanitary Engineering program.

Develop and administer a uniform budget policy and program to accommodate multiple funding sources and budgets from various appropriations and public entities. In preparation for the monthly Sanitary Engineering balancing report, prepare general ledger analysis. Coordinate, review, monitor and complete special projects as needed. Participate in development of resolutions, respond to inquire and/or complaints from the public. Provide fiscal advice regarding project planning.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Business or Public Administration with three years of Accounting, Business or Public Administration experience; or any equivalent combination of training and experience.

**STARTING SALARY:**      \$26.14 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:**              Wednesday, November 21, 2012

**DEADLINE TO APPLY:**    Until Filled

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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